

U.S. GOVERNMENT PRINTING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Single- and Multi-Color Printing

as requisitioned from the U.S. Government Printing Office (GPO) by the

Dept. of Energy: Lawrence Berkeley National Laboratory (LBNL)
and other Government Agencies

Single Award

From August 1, 2009 to as late as July 31, 2012*

BID OPENING: Bids shall be publicly opened at 2:00 PM, prevailing San Francisco time, on July 2, 2009.

For information of a technical nature call Richard Lee at (707) 748-1970. (No collect calls.)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

* The term of this contract is for one base year, beginning August 1, 2009 and two option years: See "Option to Extend the Term of the Contract," "Economic Price Adjustment," and "Notification" clauses located in Section 1 of the contract.

An abstract of the previous contract prices can be viewed on-line at:

<http://www.gpo.gov/fdsys/abstracts/abstract.action?region=San%20Francisco> Respondents to note minor changes scattered throughout the new contract specifications, including addition of "accelerated delivery" feature.

Note: Physical measurements herein are typically stated with the metric dimensions first, followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in contract specifications.

Bids may be submitted via fax machine. The GPO Fax number is (707) 748-1981: See page 2.

To submit a bid, the contractor must return in duplicate the GPO Form 910 (<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>) and the 'Schedule of Prices' (pages 16 to 20, included herein): See bid envelope instructions on the last page of this bid package.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979). In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. (707) 748-1981, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

CONTRACTING METHOD: Contract bidders are required to submit a sealed bid. This contract will be awarded in accordance with the U. S. Government Printing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 1.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://contractorconnect.gpo.gov> where prospective contractors may research GPO business prospects and learn how to register as a GPO contractor.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" (Employer Identification Number or Taxpayer Identification Number); "Subject to Backup Withholding" (See Form W-9, Request for Taxpayer Identification Number and Certification); and, "Current W-9 Request" (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: The contractor may subcontract printing of flat, single-sheet products (posters, etc.) larger than 483 x 659 mm (19 x 27").

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes — Level II
- (b) Finishing Attributes — Level II

Inspection Levels from ANSI/ASQC Z1.4:

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests — Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/O.K. Proofs, O.K. Press Sheets
P-8. Halftone Match	Camera Copy/O.K. Proofs, O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	Pantone Color Match/ O.K. Proofs, Press Sheets
P-10. Process Color Match	O.K. Proofs, Press Sheets Psychological Reference Colors*

* Psychological Reference Colors: These are colors, which are seen regularly, easily recognized and readily remembered. Psychological research has shown that people tend to agree on the appearance of these basic color references. Examples of such psychological reference colors include blue sky, green grass, red apples and human flesh.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor before expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be

negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from August 1, 2009 to as late as July 31, 2012. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into as many as three periods. The first (base) period shall extend from August 1, 2009 to July 31, 2010. Each additional one-year option period shall extend from August 1 to July 31 of the subject year. The first workday of the option period(s) shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the first (base) period of this contract.

Price adjustment: The contract prices for orders placed during the one-year option period(s) shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food,

Seasonally Adjusted,” published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows:

First option period prices: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first (base) period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the primary base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the first (or only) option period:

First option period prices = first (base) period prices \pm first price adjustment.

Second option period prices (if a second option period is exercised): An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first option period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the first option period, called the secondary base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the second option period:

Second option

period prices = first (base) period prices \pm first price adjustment \pm second price adjustment

- (2) The contractor shall apply the applicable aforementioned percentage price increase or decrease against the total price of the invoice (excluding separate postage or transportation costs not included within the first (base) period contract prices). Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises on option, the extended contract shall be considered to include this economic price adjustment clause.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of single-sheet lithos/brochures/posters, as well as bound books and pamphlets requiring such operations as copy pickup, generation of printing media from furnished digital copy, proofs, press checks, single-color, multiple-color and/or four-color process QL 2 printing, scoring, folding, perforating, die-cutting, binding, packing and delivery.

TITLE: Single- and Multi-color Printing.

FREQUENCY OF ORDERS:

Bound books and pamphlets: Approx. 10 to 30 (avg. 15) orders per year.

Single-sheet products: Approx. 12 to 30 (avg. 25) orders per year.

Note: More than one item may be ordered per issued Print Order.

QUANTITY:

Bound books and pamphlets: 100 to 10,000 (avg. 1,800) copies per order.

Single-sheet products: 200 to 20,000 (avg. 3,500) copies per order (avg. 2,800 per ordered product).

NUMBER OF PAGES:

Bound books and pamphlets: Eight to 500 (avg. 40) pages per copy.

Single-sheet products: Printing (occasionally) on one or (predominantly) on both sides.

TRIM SIZES:

Books, pamphlets: From 152 x 241 mm, up to 216 x 279 mm (6 x 9-1/2", up to 8-1/2 x 11"). LLNL will occasionally print oversized 216 x 305 mm (8-1/2 x 12") semi-annual report.

Brochures, flat sheets: 216 x 279 mm, up to 610 x 914 mm (8-1/2 x 11", up to 24 x 36"), averaging two trim/page-size units per sheet.

GOVERNMENT TO FURNISH: The Government will furnish 90 mm (3-1/2") diskette(s), 100 or 200 MB zip cartridges, 1 GB or 2 GB Jaz cartridge(s) and/or 650 or 700 MB CD-R(W) disc(s) for output: Submitted files formatted using QuarkXpress, Adobe InDesign, Adobe PageMaker, Adobe Illustrator, Adobe Separator, Adobe Photoshop, Preprint (press), Pixel Paint (including TIFF files), Microsoft Word, Microsoft Excel, Corel WordPerfect, MacPaint and MacDraw.

GPO Form 952, providing relevant information regarding furnished digital files and digital output requirements.

Pagination sheets, supplemental digital specification sheet(s), digital hardcopy dummy.

Identification markings, except GPO imprint, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Software and electronic media:

Contractor must be able to support legacy versions as well as the most recent upgrades of the aforementioned software should the Government provide digital files created with older software versions or new software upgrades.

The contractor must be able to support full Adobe Type I and II font libraries, as well as occasional type fonts supplied by Lawrence Berkeley National Lab (LBNL).

Submitted desktop publishing files will require importing of submitted TIFF and/or EPS files, occasionally to as large as 60 MB.

Prior to image processing, the contractor shall be responsible for reviewing furnished digital files to insure that such features as bleeds, register marks and file output settings have been provided to correctly print the publication. These prepress responsibilities, as well as the provision of necessary trapping, are to be provided at no additional cost to the Government.

The contractor will be required to provide for digital manipulation of images in furnished digital files using Adobe Photoshop.

Digital deliverables: Upon completion of each order the contractor must furnish the final production digital files with the furnished material. These digital deliverables must be an exact representation of the final printed product and shall be returned in the same furnished native application format and on the same type of storage media as was originally provided. The Government will not accept PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any other proprietary file formats other than those supplied, unless otherwise specified by the Government.

GENERATION OF PRINTING MEDIA: Contract products may be printed via use of conventional lithographic films and plates or by lithographic Computer-to-Plate (CTP) means and methods.

The contractor will be required to output furnished digital copy at 2540 dpi (min. 150-line screen).). The contractor will be responsible for converting any furnished RGB elements to CMYK and providing any bleed margins, if omitted by the ordering agency.

The digital deliverables returned to the Government must be the final production digital files used for printing of the order. They must be suitable for generating printing media required for a subsequent reprinting or the printed product at a future date.

PROOFS: Types of proofs will be indicated on the individual print order.

Page proofs: At contractor's option, composited, trimmed and collated *digital* page proofs (DuPont Improofs, or equal quality) or composited, trimmed and collated *analog* page proofs (bluelines, or equal quality) will be required.

Color proofs: At the contractor's option, one-piece laminated *digital* four-color proofs (Dupont Digital Waterproof, Agfa Sherpa, Scitex IrisPro, or equal quality) or one-piece laminated *analog* four-color proofs will be required (Matchprints, or equal quality) will be required.

For the purposes of this contract, electrophotographic (RGB) color proofs will not be accepted.

The proofs must have all elements in their proper position.

The contractor may not proceed to press without an "OK to Print."

PRESS SHEET INSPECTION: Based upon past performance, it is estimated that approx. eight orders will require a press sheet inspection. At no additional cost to the Government, final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run.

When a press sheet inspection is required, it will be specified on the print order. The contractor will be required to notify the appropriate representative 72-hours in advance of the time for the inspection of press sheets. (LBNL's representative is Rich Watson: (510) 486-6787; LNLL's representative is Charlie Arteago at (925) 424-6123) Press inspections will be made on any Government workday (Monday thru Friday) between the hours of 8:00 AM. and 5:00 PM local time. The Government representatives at these inspections must have access to the actual press area if desired, and in addition the Contractor must provide a safe, well lighted area where the press sheets may be inspected.

Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 mm x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Travel expenses (consisting of Government air fare and per diem for food and lodging) to be incurred by the Government for **eight** press sheet inspections will be a factor in determining award. This will be based on sending **one** Gov't representative from the San Francisco, CA area for **two** calendar days.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February, 2008, and any subsequent amendments thereto.

Color of stock furnished shall be of a uniform shade and a close match by visual inspection of any furnished color samples when supplied with the print order. The Contracting Officer reserves the right to reject shipments of any order printed on stock the color of which, in his opinion, materially differs from that of the color sample(s).

All cover stock must have the grain parallel to the spine.

All cover and text stock used will be indicated on each print order.

Text stocks:

White Offset Book, grammage of 105 gsm (25 x 38", 70 lbs. per 500 sheets), equal to JCP Code A60 containing a minimum of 30% postconsumer recovered material.

Colored Offset Book, grammage of 105 gsm (25 x 38", 70 lbs. per 500 sheets), equal to JCP Code A63, containing a minimum of 30% postconsumer recovered material.

White Laid-Finish Book, grammage of 105 gsm (basis 25 x 38", 70 lbs per 500 sheets), equal to JCP A250, containing a minimum of 30% postconsumer recovered materials.

No. 1 White Litho (Gloss) Coated Offset Book, grammage of 105, 120 and 150 gsm (25 x 38", 70, 80 and 100 lb. per 500 sheets), equal to JCP Code A181, containing a minimum of 10% postconsumer recovered material.

White Matte Coated Offset Book, grammage of 105 and 120 gsm (25 x 38", 70 and 80 lb. per 500 sheets), equal to JCP Code A240, containing a minimum of 10% postconsumer recovered material.

No. 1 White Dull Coated Book, grammage of 105, 120 and 150 gsm (25 x 38", 70, 80 and 100 lb. per 500 sheets), equal to JCP Code A261, containing a minimum of 10% postconsumer recovered material.

Cover stocks:

White Vellum-Finish Cover, grammage of 175 gsm (20 x 26", 65 lb. per 500 sheets), equal to JCP Code L20, containing a minimum of 30% postconsumer recovered material.

White Laid-Finish Cover, grammage of 175 gsm (basis 20 x 26", 65 lbs per 500 sheets), equal to JCP L40, containing a minimum of 30% postconsumer recovered materials.

Colored Smooth, Fancy-Finish Cover, grammage of 215 gsm (20 x 26", 80 lb. per 500 sheets), equal to JCP Code L21, containing a minimum of 30% postconsumer recovered material. (Colors to match Neenah's Environment Cover, Fox River's Crushed Leaf Cover colors, among others.)

Colored Smooth, Fancy-Finish Cover, grammage of 215 gsm (20 x 26", 80 lb. per 500 sheets), equal to JCP Code L21, containing a minimum of 50% postconsumer recovered material. (Colors to match Fox River's Confetti Cover colors.)

Colored Smooth, Fancy-Finish Cover, grammage of 215 gsm (20 x 26", 80 lb. per 500 sheets), equal to JCP Code L21, containing a minimum of 100% postconsumer recovered material. (Colors to match Fox River's Quest Cover, Frasier's Genesis colors.)

No. 1 White Litho (Gloss) Coated Cover, grammage of 215 gsm (20 x 26" 80 lb. per 500 sheets), and also .25 mm (10 pt) thick, equal to JCP Code L11, containing a minimum of 10% postconsumer recovered material.

White Matte Coated Cover, grammage of 215 gsm (20 x 26", 80 lb. per 500 sheets), equal to JCP Code L50, containing a minimum of 10% postconsumer recovered material.

No. 1 White Dull Coated Cover, grammage of 215 and 270 gsm (20 x 26", 80 and 100 lb. per 500 sheets), equal to JCP Code L61, containing a minimum of 10% postconsumer recovered material.

White Cast Coated Cover, .25 mm (10 pt) thick, equal to JCP Code L80, containing a minimum of 10% postconsumer recovered material.

PRINTING: Contract products will typically require printing of covers and/or the text pages in one to four ink colors and/or four-color process inks, plus full or spot, matte and/or gloss varnishes as required.

Dry trap varnishing will be required.

Occasionally Covers 1, 4 and spine, as well as some flat sheet products, will require a full or spot clear UV gloss coating (which must test 86 or better on the Gardner Lab, Inc. Gloss Meter). UV coating will not be required for text pages.

Some four-color, halftone, flattone, and line illustrations may print across the bind edges as "gutter-jumps": Registration and alignment must be maintained.

Products printing more than three or more colors per page must be printed on a press capable of printing at least four colors in a single pass through the press.

Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent.

MARGINS: Bleeds occur throughout. Follow trim marks on artboards furnished.

BINDING: Various binding styles will be ordered as follows:

Saddle-stitched products: Fold, inset, saddle-wire stitch with two wire stitches, with or without separate paper cover, and trim three sides.

Perfect-bound products: Fold, gather and perfect-bind with separate wraparound glued-on paper cover, and trim three sides. All covers will require a scored hinge, parallel to spine, approximately 1/8" from the bind edge.

Looseleaf products: Fold, gather and trim four sides; perforate on fold, gather, trim three sides and stitch with one wire stitch in upper left corner or two side stitches. Separate, two-piece covers will be required on some orders. Four-page products, with or without perforation on the fold, will be considered as a looseleaf product.

Single-sheet products: Single-sheet lithos/posters will not require any binding.

PERFORATING: An occasional order may require individual leaves to be perforated (slit or slot) off the fold. Perforations may be ordered horizontal or vertical, as specified on the print order.

DIE-CUTTING: Based upon past performance, a series of USFS saddle-stitched reports will require the contractor to die-cut a 152 x 102 mm (6 x 4") window into Cover 1.

DRILLING: Some orders may require three-holes drilling, 6 to 10 mm (1/4" to 3/8") diameter, 108 mm (4-1/4") center to center, on the 279 mm (11") dimension.

SCORING: All perfect bound products will require a scored folding hinge, parallel to spine, approximately 3 mm (1/8") from the bind edge on front and back covers.

Flat sheet orders (particularly LBL covers) may require scoring without folding.

When necessary, or when otherwise specified on the print order, the contractor shall score before folding to prevent cracking of stock.

FOLDING: Fold flat-sheet products as specified on the print order. Specified folding requirements will include one to three parallel and/or right-angle folds per sheet.

PACKING: Shrink-film wrap in suitable units, as specified. All shrink-film packaging must be of suitable strength and thickness to insure safe arrival, by either a common carrier or through the U.S. Postal Systems, of individual or multiple copies.

Pack in shipping containers, not to exceed 20 kg (45 lbs), when fully packed.

LABELING: Reproduce shipping container label from furnished repro (GPO Form 905), fill in appropriate blanks and attach to shipping containers.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to U.S. Government Printing Office, Regional Printing and Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: "Inspection Samples".

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the

distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

QUALITY ASSURANCE SAMPLES: In addition to the Departmental Quality Samples, the contractor may be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order will indicate the number of samples required, if any, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These copies will be paid for at the running rate quoted in the contractor's bid and their cost will not be a consideration for award. A copy of the print order/specification must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: F.o.b. destination to:

Lawrence Berkeley National Laboratory, Receiving, Bldg. 69, One Cyclotron Road, Berkeley, CA 94720.

Lawrence Livermore National Laboratory (LLNL), Receiving Warehouse, 7000 East Ave, Receiving, Livermore, CA 94550

Note: All personnel picking-up and delivering material at Lawrence Livermore National Laboratory (LLNL) must be U.S. citizens. Proof of U.S. citizenship may be required upon request at LLNL.

Occasionally orders will require delivery to sites within the greater San Francisco metro region. In these instances, the contractor will be reimbursed for shipping charges upon submittal of verifying shipping receipt(s) with the contractor's billing voucher.

The contractor must return all materials furnished by the Government along with the digital deliverables or negatives made by the contractor. Returned materials must be packaged and shipped separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). As applicable, furnished material and proofs must be picked up from:

Lawrence Berkeley National Laboratory, Berkeley, CA 94710.

Lawrence Livermore National Laboratory, Livermore, CA 95440.

Occasionally orders will require proof pickup at other Government sites within the greater San Francisco metro region.

No definite schedule for pickup of material can be predetermined.

Based upon past performance, it is estimated that:

Accelerated delivery: It is estimated that approx. 5% of the total orders will require complete production and accelerated delivery within five workdays of notification of availability of Government furnished materials for pickup by the contractor. NOTE: These orders may either require an Adobe Acrobat PDF “soft proof,” or no proofs at all. No conventional “hard proofs” will be required.

Regular delivery: Approx. 15% of the contract orders will require delivery within eight to 13 workdays* after notification of availability of Government furnished materials, and approx. 85% or the orders will require complete production and delivery within 14 to 18 workdays* after notification of availability of Government furnished materials for pickup by the contractor.

* Note: The cited schedules include a maximum three-day proof-evaluation withholding period.

Proofs: When ordered, proofs will be withheld for a maximum of three workdays, from receipt by the Government until notification of availability of the evaluated proofs for pickup by the contractor or the contractor’s agent.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

The "ship/deliver" date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

Travel expenses (consisting of Government airfare and per diem for food and lodging) to be incurred by the Government for **eight** press sheet inspections will be a factor in determining award. This will be based on sending **one** Gov't representatives from the San Francisco, CA area for **two** calendar days.

Accelerated delivery: The percentage uprate submitted by the bidder under Item IV shall first be applied to 5% of the subtotal of costs obtained from Items I, II and III. The product of this application shall then be added to the subtotal of Items I, II and III to determine each bidder's total contract price. The following item designations correspond to those listed in the "Schedule of Prices".

The following item designations correspond to those listed in the "Schedule of Prices".

I.			II (cont.)		
	(1)	(2)			
1. (a)	40	720	(j)	1,800	
(b)	40	720	(k)	250	
(c)	40	720	(l)	70	
(d)	16	560	(m)	70	
			(n)	70	
2. (a)	160	2,400	(o)	100	
(b)	40	720	(p)	100	
(c)	400	7,200	(q)	560	
(d)	100	3,500	(r)	420	
			(s)	70	
3. (a)	80	1,440	(t)	70	
(b)	40	720	(u)	70	
(c)	240	4,320	(v)	50	
(d)	80	2,000			
			III.	(1)	(2)
4. (a)	80	1,440	(a)	3	54
(b)	10	350	(b)	600	
			(c)	500	
II.			(d)	20	
(a)	200		(e)	50	
(b)	70		(f)	150	
(c)	100		(g)	5,800	
(d)	200		(h)	700	
(e)	1,100		(i)	500	
(f)	1,300				
(g)	230				
(h)	400				
(i)	400				

IV. See explanation above regarding accelerated delivery.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the 'Per 100' rate.

I. PRINTING, BINDING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations (excepting only those cited under Items II, III and IV.) necessary for the complete production and distribution of the products listed in accordance with these specifications.

The prices quoted under Item I.1 shall include the cost of all production for printing one ink color. The prices quoted under Item I.2 shall include the cost of all production for printing in four-color process.

The prices quoted under Item I.3 shall include only the cost to print an additional ink color and/or varnish(es), exclusive of the cost(s) to print the color(s) charged under Items I.1 and/or I.2.

Text and Cover Pages: A charge will be allowed for each page, whether printed or blank. All blanks will be charged under Item I.1.

Single-sheet products: The number of "trim/page-size units" in each flat sheet product will be determined by dividing its trim size (expressed in square cm or square inches) by 606 square cm (94 sq. inches), with any fractional remainder being counted as a whole.

	<u>Makeready And/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. Printing in a single ink color:		
(a) Perfect Bound.....per page.....\$	_____	\$ _____
(b) Looseleaf.....per page.....\$	_____	\$ _____
(c) Saddle-stitch.....per page\$	_____	\$ _____
(d) Single-sheet products (no binding required).....per trim/page-size unit.....\$	_____	\$ _____
2. Printing four-color process:		
(a) Perfect Bound.....per page.....\$	_____	\$ _____
(b) Looseleaf.....per page.....\$	_____	\$ _____
(c) Saddle-stitch.....per page\$	_____	\$ _____
(d) Single-sheet products (no binding required).....per trim/page-size unit.....\$	_____	\$ _____
3. Printing in additional ink color(s) and/or varnish(es):		
(a) Perfect Bound.....per page.....\$	_____	\$ _____
(b) Looseleaf.....per page.....\$	_____	\$ _____
(c) Saddle-stitch.....per page\$	_____	\$ _____
(d) Single-sheet products (no binding required).....per trim/page-size unit.....\$	_____	\$ _____
4. Application of gloss UV coating:		
(a) Covers 1 and/or 4.....per page.....\$	_____	\$ _____
(b) Single-sheet products (no binding required).....per trim/page-size unit.....\$	_____	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf. Covers - Two page-size leaves will be allowed for each. Prices quoted must include the cost of paper for backstrip, when required.

Initials

(Return this page in duplicate.)

Single-sheet products: One page-size leaf will be allowed for each "trim/page-size unit." The number of trim/page-size units in each flat sheet product will be determined by dividing its trim size (expressed in square cm or square inches) by 603 square cm (94 sq. inches), with any fractional remainder being counted as a whole.

Per 100
Page-Size Leaves

(a) White Offset Book (105 gsm, 70 lb).....	\$_____
(b) Colored Offset Book (105 gsm, 70 lb).....	\$_____
(c) White Laid Finish Book (105 gsm, 70 lb)	\$_____
(d) No. 1 White Litho Coated Book (105 gsm, 70 lb).....	\$_____
(e) No. 1 White Litho Coated Book (120 gsm, 80 lb).....	\$_____
(f) No. 1 White Litho Coated Book (150 gsm, 100 lb).....	\$_____
(g) White Matte Coated Book (105 gsm, 70 lb).....	\$_____
(h) White Matte Coated Book (120 gsm, 80 lb).....	\$_____
(i) No. 1 White Dull Coated Book (105 gsm, 70 lb)	\$_____
(j) No. 1 White Dull Coated Book (120 gsm, 80 lb)	\$_____
(k) No. 1 White Dull Coated Book (150 gsm, 100 lb)	\$_____
(l) White Vellum-Finish Cover (175 gsm, 65 lb)	\$_____
(m) Colored Vellum-Finish Cover (175 gsm, 65 lb)	\$_____
(n) White Laid Finish Cover (175 gsm, 65 lb)	\$_____
(o) Colored Smooth, Fancy-Finish Cover (215 gsm, 80 lb) containing min. 50% postconsumer content	\$_____
(p) Colored Smooth, Fancy-Finish Cover (215 gsm, 80 lb) containing min. 100% postconsumer content	\$_____
(q) No. 1 White Litho (Gloss) Coated Cover (215 gsm, 80 lb).....	\$_____
(r) No. 1 White Litho (Gloss) Coated Cover (.25 mm, 10 pt.)	\$_____
(s) White Matte Coated Cover (215 gsm, 80 lb).....	\$_____
(t) No. 1 White Dull Coated Cover (215 gsm, 80 lb)	\$_____
(u) No. 1 White Dull Coated Cover (165 gsm, 100 lb)	\$_____
(v) White Cast Coated Cover (.25 mm, 10 pt).....	\$_____

III. ADDITIONAL OPERATIONS:

	<u>Makeready And/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Die-cutting 152 x 102 mm (6 x 4") window into Cover 1 (includes the cost of die).....per publication.....	\$_____	\$_____

Initials

(Return this page in duplicate.)

(b) Page proofs: Digital (DuPont Improofs,
or similar), or analog (blueline, or similar).....per trim/page-size unit\$_____

(c) One-piece laminated four-color proofs: Digital (DuPont Digital
Waterproof, Agfa Sherpa, Scitex IrisPro Iris, or equal),
or analog (Matchprints, or equal).....per trim/page-size unit\$_____

Digital manipulation of furnished digital files and images (including use of digital use photo-editing
software, such as Adobe Photoshop, etc.):

(d) Per hour*\$_____

* Does not include reviewing files to insure that such features as bleeds, register marks and file output
settings have been provided to correctly generate the required output media. These prepress
responsibilities, as well as the provision of necessary trapping, and batch conversion (i.e. conversion
that does not require image-specific human intervention/adjustment) of RGB elements to CMYK are to
be provided at no additional cost to the Government.

(e) Perforating (slit or slot) off the fold.....per 100 leaves....\$_____

(f) Drilling (one to three holes).....per 100 leaves....\$_____

(g) Shrink-film packaging.....each package ...\$_____

(h) Folding of single-sheet* products (one to three parallel,
accordion and/or right-angle folds per sheet).....per 100 sheets ..\$_____

* Note that this charge may *not* to be applied to bound products.

(i) Scoring book covers and/or and single-sheet
products (one to three scores per sheet).....per 100 sheets....\$_____

IV. ACCELERATED DELIVERY*:

Percentage upcharge charged for accelerated delivery
of orders within five days after notification of availability
of Gov't furnished materials for pickup by the contractor.
(This charge shall not apply to orders requiring more
than five workdays to produce and deliver the order.)%_____

* These orders may either require an Adobe Acrobat PDF “soft proof,”
or no proofs at all. No conventional “hard proofs” will be required.

Initials

(Return this page in duplicate.)

Digital Proofing System(s): The bidder must list pertinent system information regarding the proposed proofing system(s) that will be used to proof the products printed according the specifications cited herein. The GPO reserves the right to declare the contractor non-responsible if the contractor is unable or unwilling to provide information (and evidence, if so requested) serving to assure the GPO that the proposed contract proofs will consistently predict a close visual simulation to the final press sheets. It is assumed that the contractor shall make a reasonable, professional effort to viably calibrate the cited proofing components with the contractor's printing equipment.

Page Proofs:

Manufacturer: _____ Product: _____

System Components: _____

Four-color Proofs:

Manufacturer: _____ Product: _____

System Components: _____

BIDDER'S NAME AND SIGNATURE: Fill out and submit all pages in "Section 4.- Schedule of Prices", initialing or signing each in the space provided.

Bidder _____ GPO Contractor Code No. _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Return this page in duplicate.)

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program/Jacket: _____

From: _____

Address: _____

Check appropriate:

☐ Bid enclosed

☐ No Bid

U.S. Government Printing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

Bids will be received

until _____

at 2:00 PM prevailing

San Francisco time.

